

## February 22, 2006 Meeting Minutes

### Attendees:

**Dan Ross, CIO ITSD**

**Gary Lyndaker, ITAB Chair, CIO ITSD/DMH**

Adams, Steve – ITSD/DSS	Gerling, Richard – MO Ethics Comm.	Marey, Carol – CA	Stokes, Tom – ITSD/OA
Anderson, Rachel – ITSD/OA	Grecian, Jan – ITSD/OA	Mihalevich, Rick – Linn State Tech.	Tedeschi, Debbie – DOR
Atchison, BJ – ITSD/DED	Gronauer, Cliff – MSHF	Miller, Mike – MoDOT	Tramel, Andy – EDS
Becker, Eric – Symantec	Gross, Randy – CIBER	Moeller, Daniel – STO	Trautman, Craig – Altiris
Bisges, Rosanna – Cisco Systems	Henley, Michael – Rose International	Morrow, Lynn – IBI	Wankum, Mike – Lottery
Borgstede, Bob – CIBER	Hodge, Gina – DHE	Myers, Bob – Tier Technologies	Watts, Lucy – Tier Technologies
Bott, Bill – ITSD/OA	Jobe, Elena – ITSD/DNR	Odneal, Mitch – ITSD/OA	Werdenhausen, Irene – Ultreya
Buechter, Augie – ITSD/DSS	Jones, Molly – WWT	Pashaia, Dennis – AT&T	Wilkerson, Chris – ITSD/DNR
Burnette, Harold – ITSD/DPS	Kleckner, Lori – DED	Pope, Ray – MGC	Willet, Scott – ITSD/DHSS
Byers, Chip – MORENet	Koelling, Bobbie – ITSD/DESE	Porter, R.D. – ITSD/OA	Wong, Steve – Dell, Inc.
Davis, Rob – ITSD/DOLIR	Koenig, Joe – DHSS	Quick, Kathy – BHA	Wright, Paul – ITSD/DESE
Dwyer, Tim – Insurance	Kroeger, Loire – CA	Reinkemeyer, Cathy – ITSD/DED	
Eggen, Gary – DPMM/OA	Lanclos, Ryan – ITSD/MDA	Renter, Renee – SAO	
Falter, Jeff – ITSD/SEMA	LeFebre, Brad – Quilogy	Schildmeyer, Greg – SOS	
Findlater, Joe – EDS	Ligeski, Paul – Altiris	Stafford, Cynthia – DPMM/OA	

Gary Lyndaker called the meeting to order at 8:30 a.m.

### PRESENTATIONS/DISCUSSION ITEMS

Chris Wilkerson announced that each year Baseline magazine presents an annual area Return on Investment award. In the calendar year 2005, Debbie Tedeschi, as a member of ITSD working with CIBER Corporation, submitted an application in the category of Decision Support, which identified the State's Project Oversight Methodology, and indicated an annual return on investment of approximately 546.3%. Baseline Magazine awarded the State of Missouri/Debbie Tedeschi the award in the category of Decision Support. Chris, on behalf of Dan Ross and the IT community, presented Debbie with the Baseline Magazine Leadership award. Debbie thanked everyone involved and accepted the award, stating that there were a lot of people who deserved recognition for their efforts on a very worthwhile program.

### ACTION ITEMS

1. ITAB January 25, 2006 meeting minutes were presented for approval. A motion was made, seconded, and the minutes approved.
2. \* Chris Wilkerson and Guy Kraus have been in contact to discuss working in coordination in order to ensure a successful IT classification business transition as consolidation takes place.

### GENERAL BUSINESS

#### 1. CIO Discussion (Dan Ross)

- a. Position Description Form Updates** - Dan stated he had previously sent messages to the various Personnel departments that he did not want to do any major restructuring as we are headed toward the official consolidation date of July 1, 2006; however, he announced he does not wish to stand in the way of position description updates. Having said this, a last minute rush of these is not encouraged.
- b. Budget** - As stated in the January ITAB meeting, Dan's message from ITSD during the budget hearings was that all the current funds allocated to ITSD were critical to allow ITSD to move forward and ensure that Missouri remains competitive in technology. Dan was recently informed that when the legislators were reviewing a non-ITSD bill, they decided to re-visit House Bill 5. This resulted in them making the recommendation to the house appropriation's and budget committees to take another \$1,225,000 from ITSD. ITSD will attempt to get these funds restored on the Senate side.
- c. Management Positions** - Dan announced Bill Bott has been named the Deputy of Operations and is handling the remaining interviews for the important positions of Deputy for Infrastructure and Deputy of Administration. The preference is to stay inside ITSD/State government if possible, to fill these positions.
- d. Cost Savings/Reductions** - Dan encouraged continued submission of all cost savings and reductions as the Governor's office is planning another press release on IT cost savings.
- e. Active Directory** - Bill Bott took the floor to thank all the departments involved in the active directory. He strongly encouraged prior preparation to all agencies slated to go next.
- f. Strategic Plan** - Bill announced that they will be starting the second round of reviews of the strategic plan. He encouraged anyone who had an interest in this to drop him an email. A session in may be held in one of the CIO meetings to facilitate further discussion on the issue.
- g. Comp./Overtime Issues** - Dan reiterated that he is very interested in getting all comp./overtime reconciled through the agencies prior to the middle of June. He also advised that comp./overtime needs to be avoided during the 2<sup>nd</sup> week of June to lessen administrative issues in regard to accounting/time keeping.

- h. **Push to Talk** – A Governor's executive order regarding radio inter-operability is likely. It is looking as if federal funds will be provided for this cause. Efforts are still underway with the public-private partnership with Ameren/other electric utilities as well.

Dan learned that the University of Missouri has two-way radio provided under State licensed frequencies, and that they have asked to take those frequencies and go their own direction. He noted frequencies are hard to come by from the FCC; however, he stated the State would likely support the University in seeking new frequencies.

- i. **Senate Blackberry Support** - During the Senate Budget hearings, a pitch was made to offer blackberry support to the Senate.
- j. **New House IT Director** - Dan announced that Rich Beckwith has been named to replace David Crain as House IT Director.

## 2. ITAB Chair Items (Gary Lyndaker, ITSD-DMH, CIO)

- a. **Volunteer for Project Management Standing Committee** - Gary has not yet received a volunteer to chair/co-chair this committee. He once again encouraged CIO's to step forward and volunteer. If no volunteers are received, he will begin making phone calls to solicit.
- b. **ITAB Directory Update** - A copy of the ITAB Directory was passed around and everyone was asked to note if the information listed was correct. If the information listed was incorrect, it was requested that they write in the correct information.
- c. **ITAB Charter** - Gary announced he had reviewed the ITAB Charter, and that for the most part, it looked good. The ITAB Executive Committee (Gary, Jim, Chris, Paul, and Dan) will meet to discuss the ITAB Charter further, and will submit recommendations to the ITAB Committee.

## ITAB COMMITTEE UPDATES

1. **Architecture Review Committee (Ron Thomas)** – No report.
2. **Digital Media Developers Committee (Kevin Lanahan/Bobbie Koelling)** – No report.
3. **MOTEC (Jeff Falter/Laura Mertens)** – Jeff noted that the January usage was down slightly due the fact that an instructor was ill and had to cancel classes. He also noted that new PC's (21 for each classroom) have been purchased. Classrooms will be shut down for one week in April to switch out the computers.
4. **Personnel Committee** – Nothing further. \*See comments in ACTION ITEMS, #2.
5. **Project Management Standing Committee (Paul Wright/Tom Stokes)** – Paul stated they are still working on the same items from last month. In addition, they will be inviting Bill Bott, recently named as the new Deputy of Operations, to meet and discuss items specifically related to project management, oversight, and certification training.
6. **Network Management Steering Committee (Scott Willet)** – No report.
7. **User Group Coordination (Jeff Falter/Laura Mertens)** – No report.
8. **Internet/MOREnet Update (Chip Byers)** – No additional report beyond the written reports submitted and forwarded to the ITAB group on Tuesday, February 21<sup>st</sup>.
9. **Statewide Purchasing Update (Gary Eggen/Karen Boegger)** – The PC Prime Vendor RFP was issued. The IT Consulting contract is anticipated to be awarded around the middle of March. Gary advised that requirements for 2007 are due in by the cut off date of March 3<sup>rd</sup>.
10. **Technology Services (Gail Wekenborg)** – No report except that a refund is being factored into the January billings.
11. **GIS Advisory Council (Ryan Lanclos)** – Ryan noted several things for State agencies to be aware of:
  - There is a push to get a solution in place for the new Missouri Information Analysis Center (MIAC).
  - He encouraged anyone interested in starting GIS to contact him. The State GIS Forum meets once a month to give different agencies an opportunity to get together for discussion and they encourage new members.
  - Efforts are underway to organize a GIS Day at the Capital in April. The 2004 GIS Day at the Capital was a success and the hope is to have repeat success with another one in 2006.

## OPEN DISCUSSION

**Coding Network-Attached Multifunction Copiers** - Gina Hodge requested an official statement from OA, regarding the issue of coding network attached copiers. Dan stated if multifunction copiers are attached/plugged into the network, that they should be coded as computer equipment (ITSD asset for agency use). It was noted that multifunction copiers should not be purchased if the intended use is stand alone copying alone with no intent to make use of the multifunction options available.

**Renegotiating Statewide Microsoft Office Contract** – Cliff Gronauer asked if the State was planning renegotiate a contract with Microsoft for Microsoft Office or if they have considered other Office suites. Dan stated that they are looking at those other products. Cliff questioned if the cost to replace/upgrade office was really worth the expense incurred. Bill Bott stated a standardized office suite is on the schedule for this year, a charter drawn up. Within the next year, there should be a solution for the following year.

**Personal Digital Assistants** – Chris Wilkerson initiated conversation regarding PDA's and State IT support provided for them. He stated as the PDA's begin to grow in numbers that he did not feel the State was in a position to say that they will not support them. He asked anyone who had suggestions/ideas regarding solutions to corruption, support, software, etc., to please, drop him an email. Chris stated there are over half a dozen options for hand held devices and interface software, and all seem to be at risk of becoming corrupted.

Scott Willet commented that the devices bring up major security issues when you begin bringing in a multitude of devices for which IT is expected to provide support. He stated DHSS is not providing IT support to any personal (non-State issued) PDA's at this time due to security issues. Steve Adams stated DSS has the same policy, and that it is good policy that only state-owned PDA's should be utilized and/or supported by the State IT because of the liability to network security. Scott told the group that DHSS determines if it is a benefit to the division; then, the division may be willing to invest whatever money is needed to purchase that device. He pointed out that it would then be a State owned device. He noted another thing that can happen if you have people purchasing their own PDA's, is that they have State data on that personal PDA which they take with them should leave the State's employment. If the PDA is owned by the State, it is another piece of equipment that will be checked in, should the employee leave. Dan suggested that perhaps this issue should be addressed through the Architecture Committee to see if a set of standards could be set, as well as limits set on support. Dan stated IT would do what they could if it is beneficial to the State, but that the security of IT could not be compromised.

**Content Management System** - Scott Willet stated DHSS is looking at a Content Management Systems. He told the group he would like to see if there was particular pricing or usage around the table, and encouraged emails be sent to him if anyone had anything they would like to share on the subject.

### **REVIEW OF ACTION ITEMS**

Gary Lyndaker took the following action items:

- Contact Ron Thomas about the PDA issue(s).
- Ask Ron about the status of the Content Management Systems as well.

### **NEXT MEETING**

Mark your calendars, the March ITAB meeting is scheduled for **Wednesday, March 29, 2006**. The April ITAB meeting is scheduled for **Wednesday, April 26, 2006**. Both will be held at 8:30 a.m. at the Kirkpatrick State Information Center, Interpretive Center, 600 West Main Street, Jefferson City, MO.

GL/af